



ASIAN PAC HOLDINGS BERHAD

Company No. 191301000011 (129-T)

ADMINISTRATIVE DETAILS OF 104TH ANNUAL GENERAL MEETING (AGM)

Date and Time	:	Tuesday, 13 September 2022 at 11.00 a.m.
Broadcast Venue	:	12 th Floor, Menara SMI, No. 6, Lorong P. Ramlee, 50250 Kuala Lumpur, Malaysia

1. CONDUCT OF MEETING

In light of the COVID-19 health concern and to align with the “Transition to Endemic” phase which was announced by Prime Minister of Malaysia on 8 March 2022 and issuance of the revised Standard Operation Procedure by Majlis Keselamatan Negara and the Ministry of Health as well as the revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“SC”) on 7 April 2022, the 104th AGM of the Company will be conducted virtual through live streaming and online remote voting from the Broadcast Venue via Remote Participation and Voting (“RPV”) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd’s (“Tricor”) TIIH Online website at <http://tiih.online>.

The broadcast venue of the 104th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be at the main venue of the meeting. **No shareholders/proxies/corporate representative(s)/attorney(s) are allowed to physically present at the meeting venue.**

2. ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only Members whose names appear in the Record of Depositors on 5 September 2022 (General Meeting Record of Depositors) shall be entitled to participate and vote at the 104th AGM.

3. MODE OF COMMUNICATION

Members may submit questions to the Board of Directors prior to the 104th AGM through online platform provided by Tricor via its TIIH Online website at <https://tiih.online> by selecting “e-services” to login, pose questions and submit electronically no later than 11.00 a.m. on Sunday, 11 September 2022, or may use the query box to transmit questions to the Board of Directors via RPV facilities during live streaming of the 104th AGM.

4. NO E-VOUCHERS/DOOR GIFT

There will be **NO** distribution of e-vouchers/door gift to shareholders/proxies/corporate representative(s)/attorney(s) who participate in the 104th AGM.

5. PROCEDURES FOR RPV

Please read and follow the procedures and actions reflected below to engage in remote participation through live streaming and online remote voting at the 104th AGM using the RPV facilities:

Before the 104th AGM

Procedures	Actions
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> ❖ Access the TIIH Online website at https://tiih.online. Register as a user under the “e-Services”, select the “Sign Up” button followed by “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance. ❖ Registration as a user will be approved within one (1) working day and you will be notified via email. ❖ If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your RPV registration	<ul style="list-style-type: none"> ❖ Registration is open from Saturday, 30 July 2022 until such time before the voting session ends at the 104th AGM on Tuesday, 13 September 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 104th AGM to ascertain their eligibility to participate at the AGM using the RPV. ❖ Login with your user ID (i.e. email address) and password and select the corporate event: “(REGISTRATION) ASIAN PAC HOLDINGS BERHAD 104th AGM”. ❖ Read and agree to the Terms & Conditions and confirm the Declaration. ❖ Select “Register for Remote Participation and Voting”. ❖ Review your registration and proceed to register. ❖ System will send an email to notify that your registration for remote participation is received and will be verified. ❖ After verification of your registration against the General Meeting Record of Depositors as at 5 September 2022, the system will send you an email on or after 11 September 2022 to inform

	<p>whether your registration for remote participation has been approved or rejected.</p> <p><i>(Note: Please allow sufficient time for the approval of new user of TIH Online and registration for RPV.)</i></p>
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On the day of 104th AGM

Procedures	Actions
(a) Login to TIH Online	<ul style="list-style-type: none"> ❖ Login with your user ID (i.e. email address) and password for remote participation at the 104th AGM at any time from 10.00 a.m. i.e. 60 minutes before the commencement of the 104th AGM at 11.00 a.m. on Tuesday, 13 September 2022.
(b) Participate through Live Streaming	<ul style="list-style-type: none"> ❖ Select the corporate event: (LIVE STREAM MEETING) ASIAN PAC HOLDINGS BERHAD 104th AGM to engage in the proceedings of the 104th AGM remotely. ❖ If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participations during the 104th AGM.
(c) Online Remote Voting	<ul style="list-style-type: none"> ❖ Voting session commences from 11.00 a.m. on Tuesday, 13 September 2022 until a time when the Chairman announces the completion of the voting session of the 104th AGM. ❖ Select the corporate event: “(REMOTE VOTING) ASIAN PAC HOLDINGS BERHAD 104th AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. ❖ Read and agree to the Terms & Conditions and confirm the Declaration. ❖ Select the CDS account that represents your shareholdings. ❖ Indicate your votes for the resolutions that are tabled for voting. ❖ Confirm and submit your votes.
(d) End of remote participation	<ul style="list-style-type: none"> ❖ Upon the announcement by the Chairman of the conclusion of the 104th AGM, the Live Streaming will end.

Notes to users of the RPV facilities:

- (a) Should your registration for RPV be approved, we will make available to you the right to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (b) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device that you use.
- (c) In the event you encounter any issue with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 /011-40803168 /011-40803169 /011-40803170 for assistance or email to tiih.online@my.tricorglobal.com for assistance.

6. APPOINTMENT OF PROXY

- Since the 104th AGM will be concluded as a virtual meeting, a Member entitled to participate and vote at the meeting may appoint the Chairman of the meeting as his / her proxy and indicate the voting instruction in the form of proxy.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia to participate via RPV in the 104th AGM.

- The appointment of a proxy /attorney for the 104th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not less than 48 hours before the time set for the 104th AGM or not later than Sunday, 11 September 2022 at 11.00 a.m.:
 - (a) In Hard Copy Form:
The form of proxy must be deposited at the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
 - (b) By Electronic Forms
 - (i) Via Fax & Email
By fax at 03-27839222 or email to is.enquiry@my.tricorglobal.com
 - (i) Via Online
The proxy appointment can be made via Tricor's TIIH Online website at <https://tiih.online>.

The procedures and actions required are as follows:

Procedures	Actions
(i) <u>Steps for Individual Shareholders</u>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ❖ Access the TIIH Online website at https://tiih.online. Register as a user under the “e-services”, select the “Sign Up” button followed by “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance. ❖ If you are already a user with TIIH Online, you are not required to register again.
Proceed with Submission of Proxy Form	<ul style="list-style-type: none"> ❖ After the release of the Notice of Meeting by the Company, login to TIIH Online website at https://tiih.online with your user name (i.e. email address) and password. ❖ Select the corporate event: “ASIAN PAC HOLDINGS BERHAD 104TH AGM – SUBMISSION OF PROXY FORM”. ❖ Read and agree to the Terms & Conditions and confirm the Declaration. ❖ Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. ❖ Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. ❖ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes. ❖ Review and confirm your proxy(ies) appointment. ❖ Print proxy form for your record.
(ii) Steps for Corporate or Institutional Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ❖ Access the TIIH Online website at https://tiih.online. Register as a user under the “e-Services”, select the “Sign Up” button followed by “Create Account by Corporate Holder”. Please

	<p>refer to the tutorial guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> ❖ Complete the registration form and uploaded the required documents. ❖ Registration will be verified, and you will be notified by email within one (1) to two (2) working days. ❖ Proceed to activate your account with the temporary password given in the email and reset your own password. <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar, Tricor if you need clarifications on the user registration.)</i></p>
Proceed with Submission of Proxy Form	<ul style="list-style-type: none"> ❖ After the release of the Notice of Meeting by the Company, login to TIH Online website at https://tjih.online with your user name (i.e. email address) and password. ❖ Select the corporate event: ASIAN PAC HOLDINGS BERHAD 104TH AGM – SUBMISSION OF PROXY FORM". ❖ Read and agree to the Terms & Conditions and confirm the Declaration. ❖ Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. ❖ Prepare the file for the appointment of proxies by inserting the required data. ❖ Login to TIH Online, select corporate event name: "ASIAN PAC HOLDINGS BERHAD 104TH AGM – SUBMISSION OF PROXY FORM". ❖ Proceed to upload the duly completed proxy appointment file. ❖ Select "Submit" to complete your submission. ❖ Print the confirmation report of your submission for your record.

7. POLL VOTING

- The voting at the 104th AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Scrutineer Solutions Sdn Bhd as Scrutineers to verify the poll results.
- Shareholders can proceed to vote remotely on the resolutions at any time from the commencement of the 104th AGM at 11.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to the “Procedures for RPV” above for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>.
- Upon completion of the voting session for the 104th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passes.

8. ANNUAL REPORT 2022

The Company’s Annual Report 2022 is available on the Company’s website at <https://www.asianpac.com.my/Annual Reports/>

- As part of our sustainability initiatives, we encourage shareholders to refer to the digital version of the documents to help to reduce paper waste. However, should you require a printed copy of 2022, kindly complete the Request Form.

9. ENQUIRY

If you have any enquiries, please contact the following persons on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd

General Line	:	+603-2783 9299
Fax Number	:	+603-2783 9222
Email	:	is.enquiry@my.tricorglobal.com